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MINUTES OF DEPUTY DIRECTOR (SUPPORT)

STAFF MEETING

8 February 1956

1. Colonel White opened the meeting with a short report on the status of the new building. The National Capital Planning Commission has a committee drafting a report which will eventually be transmitted to the Agency. There will be no comment from the Agency until we have received the report. Also in connection with the new building, Colonel White announced that we have concluded an agreement with GSA, as a result of which they will serve as our Executive Agent in the construction of the building, and all actions taken by GSA will be with the prior concurrence of the Agency. Harrison & Abramovitz of New York have been selected as architects.
2. Mr. Lloyd commented on the January report outlining security violations within the DD/S offices and urged the office heads to caution their offices against relaxing security precautions.
3. Mr. Lloyd commented on the Agency-wide report on jury duty presented by the General Counsel, indicating that more employees are serving and fewer are requesting permission to be excused from jury duty. Colonel White commented that he felt a report of this nature indicated that the employees and the office heads were complying with the spirit of our Regulations.
4. A new format for the presentation of papers to the Director for information or approval was distributed, and Colonel White advised that he wishes papers coming to his office also be prepared in conformance with these instructions.
5. The Special Support Assistant advised that his office and representatives of the Office of Personnel and the Management Staff have had a series of meetings trying to sort out the problems in connection with controlling the use of contract personnel. Colonel White urged that a system be established which will enable us to know how many such people we have on duty.
6. Colonel White expressed his belief that the DD/S offices were not moving fast enough toward bringing T/O's and ceilings together. He feels that a thorough analysis of each office by the Management Staff is not required to effect this, and asked the Chief, Management Staff to get together with each office head to see if it could be worked out quickly and simply. Colonel White restated his view that personnel procedures were flexible enough to permit bringing new employees into a pipeline to enable the various offices to staff up to their approved ceiling and T/O.

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7. Colonel White solicited comments from the offices participating as to whether they should continue to send representatives to the DD/S morning staff meetings. The group felt it was helpful, and representatives will continue to attend. However, he indicated that they should advise him if they feel they have reached a point where the return no longer justifies the time spent on this activity.

8. In connection with a short discussion on the assignment of reservists called back to active duty, Colonel White reported on his meeting with General Maddux.

9. Colonel White announced that the Director definitely would not consider making payments for entertainment of the type outlined during the discussion.

25X1A9A 10. Mr. [REDACTED] Emergency Planning Officer, who had recently attended a meeting of the Federal Civil Defense Administration in Battle Creek, Michigan, presented a short summary of the current thinking of Civil Defense and the Office of Defense Mobilization.

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